



Wyoming Department of Education

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MEMORANDUM NO. 2012-160

TO: School District Superintendents
District Test Coordinators
Building Test Coordinators
Special Education Directors
Principals
Accredited Institutions Directors

FROM: Jessica Steinbrenner, Assessment Operations
Pari Swanson, PAWS-ALT Program Manager

DATE: November 12, 2012

SUBJECT: State Assessment Training Dates

TIME SENSITIVE – FOR DISTRIBUTION

The Wyoming Department of Education (WDE) and Educational Testing Services (ETS), will be hosting two live webinar trainings to support the 2013 PAWS, PAWS-ALT, SAWS and SAWS-ALT administrations.

The first webinar will provide training on ETS's test ordering management system, known as TOMS. TOMS will replace PearsonAccess as the tool districts use to update student information and to order additional test materials. The TOMS training will take place on Thursday, December 6, at 3:30 p.m. During the presentation, participants may submit questions via email. The live webinar will be recorded and posted on the WDE website.

ETS will sent information for attending the TOMS webinar to those who were identified as responsible for ordering test materials via the survey in Superintendent's Memo No. 2012-158. If you have not completed the survey providing WDE that information, please review the memo at <http://www.edu.wyoming.gov/sf-docs/suptmemos/2012-158.pdf?sfvrsn=4> and complete the survey as soon as possible.

ETS will also host a live webinar to provide building test coordinator training for the PAWS, PAWS-ALT, SAWS, SAWS-ALT. The topics to be covered include shipping and receiving of materials, test security, and general testing procedures for the building coordinators.



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The live webinar will take place on Wednesday, January 16, 2013, time TBD. Details for this webinar will be distributed by ETS to building test coordinators in the coming weeks.

Please contact Jessica Steinbrenner at Jessica.steinbrenner@wyo.gov or 307-777-8568, or Pari Swanson at pari.swanson@wyo.gov or 307-777-5292 if you have questions.

BW:js